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Personnel Literature

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ASSESSMENT CENTERS

9-1

Klimoski, Richard J., Barry A. Friedman and Elizabeth Weldon.
Leader influence in the assessment of performance. Personnel psychology, 33:389-401, Summer 1980.
Descriptors: *Assessment centers--Research / Group dynamics--Research / Conferences--Leadership--Research.

9-2 Ie122 .Un35as

U.S. Office of Personnel Management.
Assessment centers in upward mobility programs. Prepared by Larry L. Lackey, Staffing Services Group. Washington, U.S. Govt. Print. Off., 1980. 12p. (Personnel research report 80-8)
Descriptors: *Assessment centers--Administration / *Assessment centers / *Upward mobility / Federal government.

9-3 Ie122 .Un35d

U.S. Office of Personnel Management.
Developing an assessment center in the Patent and Trademark Office upward mobility program. Prepared by Larry L. Lackey, Staffing Services Group. Washington, 1980. 58p. (Personnel research report 80-13)
Descriptors: *Assessment centers / *U.S. Patent and Trademark Office / *Upward mobility / Federal government.

ATTITUDE SURVEYS

9-4 Ie543.5 .R66m

Romzek, Barbara S.
The multidimensional bureaucrat: identities, loyalties and conflicts of professional level Federal employees. Ann Arbor, Mich., University Microfilms, 1979. 335p.
Doctoral dissertation, University of Texas at Austin, 1979. Abstracted in Dissertation Abstracts International, 40:6003-A, May 1980.
Surveyed attitudes of a random sample of professional level employees from four Federal agencies: Civil Aeronautics Board, Civil Service Commission, Commission on Civil Rights, and Office of Management and Budget.
Descriptors: *Attitude surveys / *Federal employees--Attitudes / * Professional employees--Attitudes / Work values / Federal government.

CAREER STAFFING

9-5 Ie122.9 .Un35f

U.S. Office of Personnel Management.
Final report on the interim selection procedures for members of boards of contract appeals. Prepared by Amiel T. Sharon, Staffing Services Group. Washington, U.S. Govt. Print. Off., 1980. 51p. (Personnel research report 80-3)
Descriptors: *Selection--Research / *Judges--Selection / Contracts, Government--Administration / Federal government.

9-6 Ia11.55 .Un35i

U.S. Office of Personnel Management.
An investigation of reference ratings of applicants for administrative law judge. Prepared by Amiel T. Sharon, Staffing Services Group. Washington, U.S. Govt. Print. Off., 1980. 21p. (Personnel research report 80-6)
Descriptors: *Administrative law judges--Selection / *Reference checks--Research / Federal government.

CAREER STAFFING (Cont'd)

9-7 Ie348 .Un35p

U.S. Office of Personnel Management.
The probationary period: its use in selection and performance evaluation. Prepared by Stephen M. Cormier, Staffing Services Group. Washington, 1980. 6p. (Personnel research report 80-5)
Descriptors: *Probation, Employee / Performance evaluation / Selection--Methods.

9-8 Ie122.9 .Un35t

U.S. Office of Personnel Management.
Trainability testing: the miniature training and evaluation approach to selection. Prepared by Patricia H. Thomas, Staffing Services Group. Washington, U.S. Govt. Print. Off., 1980. 13p. (Personnel research report 80-9)
Descriptors: *Trainees--Selection / *Selection--Methods--Research / Literature reviews / Performance evaluation / Selection--Methods--Evaluation.

9-9 Ie312 .Un35u

U.S. Office of Personnel Management.
The use of reference checks for selection. Prepared by Richard A. Lilienthal, Staffing Services Group. Washington, U.S. Govt. Print. Off., 1980. 11p. (Personnel research report 80-12)
Descriptors: *Reference checks.

9-10

Welford, A. T.
On the nature of higher-order skills. Journal of occupational psychology, 53:107-110, no. 2 1980.
Descriptors: *Qualifications / Ability / Thought and thinking.

CHANGE, ORGANIZATIONAL

9-11 Id72 .J63o

Johnson, Edward R. and Stuart H. Mann.
Organization development for academic libraries; an evaluation of the Management Review and Analysis Program. Westport, Conn., Greenwood Press, 1980. 199p.
Descriptors: *Organization development / *Libraries, University and college--Administration.

9-12 Id72 .Or3or

Organization development; theory, practice, and research, edited by Wendell L. French, Cecil H. Bell, Jr., and Robert A. Zawacki. Dallas, Business Publications, 1978. 526p.
Descriptors: *Organization development--Addresses, essays, lectures / Intervention techniques.

CIVIL SERVICE

9-13 Ic203 .Un27g No. 2 1979

U.S. Bureau of the Census.
City employment in 1979. Washington, 1980. 32p. (Government employment/GE79-no. 2)
Descriptors: *Municipal employees--Statistics / Payrolls--Statistics.

9-14 Ic203 .Un27g No. 4 1979

U.S. Bureau of the Census.
County government employment in 1979. Washington, U.S. Govt. Print. Off., 1980. 28p. (Government employment/GE79-no. 4)
Descriptors: *County officials and employees--Statistics.

CIVIL SERVICE (Cont'd)

9-15 Ref. Ic203 .Un27g No. 1 1979

U.S. Bureau of the Census.
Public employment in 1979. Washington, U.S. Govt. Print. Off., 1980. 38p. (Government employment/GE79-no. 1)
Descriptors: *Civil service--Statistics / Federal government / State government / Local government.

CIVIL SERVICE, FEDERAL

9-16 Ia11 .N11b

Nachmias, David and David H. Rosenbloom.
The bureaucratic "fourth branch" of government. In their Bureaucratic government USA. New York, St. Martin's, 1980, p. 38-68.
Descriptors: *Bureaucracy / *Civil service / Federal government.

9-17 Ic27 1978/79

U.S. Office of Personnel Management.
The annual report of the Office of Personnel Management. Prepared by Office of Public Affairs. Washington, U.S. Govt. Print. Off., 1980. 125p.
Descriptors: *U.S. Office of Personnel Management / *Civil service--Statistics / *Civil service laws / Federal government.

CIVIL SERVICE, FOREIGN

9-18 M-Film

Ahmed, Rafia H.
Central personnel growth in expenditure and size of the Sudanese government, 1955/56-1976/77. Ann Arbor, Mich., University Microfilms, 1980. 184p.
Doctoral dissertation, Claremont Graduate School, 1980. Abstracted in Dissertation Abstracts International, 40:5173A, March 1980.
Descriptors: *Sudan--Civil service / Sudan--Appropriations and expenditures.

COMMUNICATION

9-19

Levine, Edward L.
Let's talk: communicating with the new worker. Supervisory management, 25:12-23, August 1980.
Descriptors: *Communication in personnel management / *New employees / *Supervisors--Responsibilities / Minority groups / Handicapped.

9-20

West, A. C.
Introducing participation: an example from the British ports industry. Journal of occupational psychology, 53:97-105, no. 2 1980.
Descriptors: *Communication in personnel management / *Discussion groups / *Discussion groups--Evaluation / Great Britain.

COMPENSATION

9-21 Ie52.9 .Ab1a 1980 Vol. II

Available pay survey reports: an annotated bibliography. 2d edition. Part II. Edited by Steven Langer. Park Forest, Ill., Abbott, Langer & Associates, 1980. 116p.
Part I listed in Personnel Literature, item 6-27, June 1980.
Descriptors: *Pay surveys--Bibliography.

9-22
Borjas, George J.
The relationship between wages and weekly hours of work: the role of division bias. Journal of human resources, 15:409-423, Summer 1980.
Descriptors: *Pay research / *Hours of work--Research / Labor supply.

9-23
Brown, Stanley J.
The 'comparable worth' issue - a Title VII Pandora's box? National law journal, 2:27-28, July 28, 1980.
Descriptors: *Pay rates / *Pay rates--Cases / Women--Pay / Minority groups--Pay.

9-24 Ie52 .D22c
Daniel, Mark J. and William E. A. Robinson.
Compensation in Canada: a study of the public and private sectors. Ottawa, Conference Board in Canada, 1980. 75p. (Canadian study no. 63)
Descriptors: *Pay comparability / *Canada--Civil service / Pay surveys / Fringe benefits--Surveys.

9-25
Danziger, Sheldon.
Do working wives increase family income inequality? Journal of human resources, 15:444-451, Summer 1980.
Descriptors: *Women--Pay--Statistics / *Married women--Pay.

9-26 Ie59 .D56p
Dickson, Elizabeth, Harold A. Hovey and George E. Peterson.
Public employee compensation; a twelve city comparison. Washington, Urban Institute, 1980. 171p.
Descriptors: *Compensation--Statistics / *Pay surveys / *Fringe benefits--Surveys / Municipal employees / Police--Pay / Fire fighters--Pay / Office workers--Pay / Janitors--Pay.

9-27
Earning an undergraduate degree at the plant. Business week, p. 76-77, August 4, 1980.
Descriptors: *Tuition-aid plans.

9-28
[Focus on employee benefits.] Management focus, 27:12-31, July-August 1980.
Contents: Help! They put me on the pension committee, by L. Duncan Smith; The many ways to manage investments, by Connie J. Moak; Do your employees understand all they are getting in addition to paychecks?, by Louis C. Kleber; The changing group insurance marketplace, by James E. Buckley; Pick the best policy for funding pensions, by Paul J. Brennan.
Descriptors: *Fringe benefit administration / Pensions--Administration / Communication in personnel management / Insurance, Group--Administration / Investments.

COMPENSATION (Cont'd)

9-29 M-Film

Fosu, Augustine K.

Choice of fringe benefits as a form of labor earnings--a theoretical and empirical analysis. Ann Arbor, Mich., University Microfilms, 1979. 201p.

Doctoral dissertation, Northwestern University, 1979. Abstracted in Dissertation Abstracts International, 40:3417A-3418A, December 1979.

Descriptors: *Fringe benefits--Research / Unions / Insurance, Health.

9-30

Hunt, Eugene H. and George R. Gray.

The management of compensation (part 1). Management world, 9:29-30, July 1980.

Part one of a series.

Descriptors: *Compensation administration.

9-31

Spencer, Ross D.

Flexibility is key benefit plan ingredient for satisfying employee and company needs. Employee benefit plan review, p.16+, July 1980.

Descriptors: *Cafeteria compensation / *Fringe benefits.

9-32 Ie55 .T25g 1980

Tennessee Valley Authority.

General information on TVA salaries and related benefits, effective June 29, 1980. Knoxville? 1980. 7p.

Descriptors: *Compensation / Federal employees / Tennessee Valley Authority.

9-33 Ie55 .Un39c

U.S. Congressional Budget Office.

Compensation reform for Federal white-collar employees: the administration's proposal and budgetary options for 1981. Washington, U.S. Govt. Print. Off., 1980. 37p.

Descriptors: *Compensation comparability--Law and legislation / *Compensation administration--Law and legislation / *Pay--Law and legislation / Pay increases / Cost of living increases / Pensions / Federal government.

CREATIVE THINKING

9-34

Suler, John R.

Primary process thinking and creativity. Psychological bulletin, 88:144-165, July 1980.

Descriptors: *Creative thinking--Research / *Creative ability--Research / *Innovation--Research.

DISCIPLINE

9-35

Cunningham, Patrick J.

Disciplinary counseling; the first step toward due process. Journal of the College and University Personnel Association, 31:1-6, Summer 1980.

Descriptors: *Discipline--Methods / *Employee counseling--Methods.

ELECTRONIC DATA PROCESSING PERSONNEL

9-36 HV6773 .K86c

Krauss, Leonard I. and Aileen MacGahan.
Personnel practices and procedures. In their Computer fraud and counter measures. Englewood Cliffs, N.J., Prentice-Hall, 1979, p. 56-77.
Descriptors: *Electronic data processing personnel--Selection / *Electronic data processing personnel--Personnel policies / *Computer crimes / Electronic data processing departments--Security measures.

9-37 Id201.2 .M13a

Macchiaverna, Paul R.
Auditing corporate data-processing activities. New York, Conference Board, Inc., 1980. 85p. (Conference Board report no. 776)
Descriptors: *Electronic data processing personnel--Responsibilities / *Auditors--Responsibilities / *Auditors--Training / Auditors--Characteristics.

EMPLOYEE CONDUCT

9-38 Ie154 .Am3s

American Federation of State, County and Municipal Employees.
Sexual harassment; on the job sexual harassment: what the union can do. Washington, 1980. 38p.
Descriptors: *Harassment / *Women employees / *Harassment--Cases.

9-39

Landry, Judy.
Sexual harassment on the job. Public employee relations counsellor (International Personnel Management Association), 3:1-23, no. 2 1980.
Descriptors: *Harassment--Cases / Harassment.

EMPLOYEE HEALTH AND MEDICAL CARE

9-40

Cohen, Sheldon.
Aftereffects of stress on human performance and social behavior: a review of research and theory. Psychological bulletin, 88:82-108, July 1980.
Descriptors: *Performance--Research / *Stress, Psychological--Research / *Working conditions--Research / Noise--Research.

9-41 S/C

Krucoff, Carol.
Confronting on-the-job burnout. Washington post, p. B5, August 5, 1980.
Descriptors: *Fatigue, Mental / *Stress, Psychological / Emotionally disturbed employees.

9-42

Shea, Gordon F.
Cost effective stress management training. Training and development journal, 34:25-26+, July 1980.
Descriptors: *Stress, Psychological / *Relaxation techniques / *Meditation / Transcendental meditation.

9-43

Vorchheimer, Bert.
Flicker, flicker little tube. Impact: information technology, 3:2-3, July 1980.
Descriptors: *Technology--Physiological aspects / *Television--Physiological aspects / *Health, Employee.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

-44
Werth, Jacqueline Z.
Supervision after a heart attack. Supervision, 42:8-10, July 1980.
Descriptors: *Cardiacs--Employment / *Supervisors--Attitudes / Supervisors--Abilities / Rehabilitation, Vocational.

9-45
Yodaiken, Ralph E. and Anthony W. Robbins.
Occupational ill-health - a review of the symptoms and signs. Journal of occupational medicine, 22:465-471, July 1980.
Descriptors: *Health, Employee / Health, Employee--History.

EMPLOYEES' COMPENSATION

9-46 Ie564 .C35a 1980
Chamber of Commerce of the United States.
Analysis of workers' compensation laws. Washington, 1980. 45p.
Descriptors: *Employees' compensation--Charts, diagrams, etc. / *Employees' compensation--Law and legislation / Canada / *Disability benefits--Charts, diagrams, etc.

9-47
Thompson, Joel A.
Workers' compensation: are the states meeting the challenge? State government, 53:94-98, Spring 1980.
Descriptors: *Employees' compensation--Comparative studies / State government.

9-48 Ie558.5 .Un44f
U.S. Department of Labor.
Federal injury compensation; questions and answers about the Federal Employees' Compensation Act. Washington, U.S. Govt. Print. Off., 1980. 25p. (Pamphlet (CA-550))
Descriptors: *Federal Employees' Compensation Act / *Employees' compensation / *Accidents / Federal government.

EQUAL OPPORTUNITY IN EMPLOYMENT

9-49
Finkelstein, Michael O.
The judicial reception of multiple regression studies in race and sex discrimination cases. Columbia law review, 80:737-754, May 1980.
Descriptors: *Women--Discrimination--Cases / *Minority groups--Discrimination--Cases / *Regression analysis.

9-50
Kandel, William L.
The aftermath of Weber: state court decisions. Employee relations law journal, 6:137-144, Summer 1980.
Descriptors: *Affirmative action plans--Cases / Municipal government / State government.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

9-51
Landry, Judy.
Limits on employer retaliation against employees who pursue Title VII rights. Public employee relations counsellor (International Personnel Management Association), 3:27-41, no. 2 1980.
Descriptors: *Discrimination / *Reprisals--Decisions / *Reprisals--Cases / U.S. Equal Employment Opportunity Commission.

9-52
Terpstra, David E. and John M. Larsen, Jr.
A note on job type and applicant race as determinants of hiring decisions. Journal of occupational psychology, 53:117-119, no. 2 1980.
Descriptors: *Afo-Americans--Discrimination--Research / Afro-Americans--Employment--Research / Selection--Research.

9-53
Thornton, George C., III and Philip G. Benson.
Industrial psychologists as expert witnesses: role conflicts in fair employment litigation. Labor law journal, 31:417-429, July 1980.
Descriptors: *Equal opportunity in employment / *Witnesses / *Psychologists / U.S. Equal Employment Opportunity Commission.

9-54 Ie152 .Un35eq 1978
U.S. Office of Personnel Management.
Equal employment opportunity statistics, November 1978. Prepared by Agency Relations Group. Washington, U.S. Govt. Print. Off., 1980. 619p. (SM 70-78B)
Descriptors: *Minority groups--Employment--Statistics / *Women--Employment--Statistics / *Civil service--Statistics / Federal government.

9-55
Weitzul, James B.
EEOC's "bottom line" approach and sales personnel selection. Best's review (life/health insurance ed.), 81:82-83, July 1980.
Descriptors: *Selection--Methods--Evaluation / *Criterion-related validity / *Construct validity / Sales workers--Selection / U.S. Equal Employment Opportunity Commission.

9-56
Wounded executives fight back on age bias. Business week, p. 109+, July 21, 1980.
Descriptors: *Age discrimination--Cases / Executives--Promotion--Cases / Removal--Cases.

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9-57 Ie124.9 .Un35ex 1980
U.S. Office Personnel Management.
Executive personnel. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1980. 62p. (Personnel bibliography series no. 115)
Descriptors: *Executives--Bibliography / *Executives--Training--Bibliography / *Executive compensation--Bibliography / Federal government.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

9-58
Donnell, Susan M. and Jay Hall.
Men and women as managers: a significant case of no significant difference. Organizational dynamics, 8:60-77, Spring 1980.
Descriptors: *Executives--Characteristics--Research / *Women executives--Characteristics / *Executives--Attitudes--Research / Leadership style.

9-59
Hyman, Beverly.
Responsive leadership: the woman manager's asset or liability? Supervisory management, 25:40-43, August 1980.
Descriptors: *Women executives--Characteristics / *Leadership style / *Communication.

9-60 Ie124 .J77p
Josefowitz, Natasha.
Paths to power; a woman's guide from first job to top executive. Reading, Mass., Addison-Wesley, 1980. 290p.
Descriptors: *Women executives--Characteristics / *Women executives--Career opportunities / Women supervisors / Women middle managers / Success in employment.

9-61
Moore, Loretta M. and Annette U. Rickel.
Characteristics of women in traditional and non-traditional managerial roles. Personnel psychology, 33:317-333, Summer 1980.
Descriptors: *Women executives--Attitudes / *Women executives--Characteristics / *Nurses--Attitudes / Leadership style / Work values / Executives--Attitudes--Research.

9-62
Tomeski, Edward A. and Konrad Sadek.
Utility theory. Journal of systems management, 31:6-11, July 1980.
Descriptors: *Executives--Abilities / *Power (Social sciences) / Conflict resolution / Decision-making.

9-63
Waters, James A.
Managerial skill development. Academy of Management review, 5:449-453, July 1980.
Descriptors: *Executives--Training / *Executives--Abilities / *Leadership.

EXECUTIVES--COMPENSATION

9-64
The all-male club: threatened on all sides. Business week, p. 90-91, August 11, 1980.
Descriptors: *Executive perquisites / Associations, institutions, etc. / Women--Discrimination.

9-65 HD2745 .C76c 1979
Conference Board, Inc.
Corporate directorship practices: compensation, 1979. 42p. (Report no. 778)
Descriptors: *Directors of corporations--Pay / *Fringe benefits.

EXECUTIVES--COMPENSATION (Cont'd)

9-66
Perham, John.
The price of salvation. Dun's review, 116:44-47, July 1980.
Descriptors: *Executives--Pay / *Executive compensation / Cost-benefit analysis.

9-67
Price, Margaret.
How are things at the club? Industry week, 206:40-44, August 4, 1980.
Descriptors: *Executive perquisites / Associations, institutions, etc. / Discrimination.

9-68
SES pay and bonus setup called essential by GAO. Federal times, 16:13+, August 4, 1980.
Descriptors: *Senior executive service / *Bonus system / *U.S. General Accounting Office / Federal government.

9-69
Stimson, Richard A.
Performance pay: will it work? Bureaucrat, 9:39-47, Summer 1980.
Descriptors: *Performance-based pay / *Executives--Pay / *Civil service reform / Federal government / Performance evaluation / Executives--Evaluation.

EXECUTIVES--RECRUITMENT

9-70 Ref. Ie124 .In8i 1978-79
International directory of executive recruiters, 1978-79. Fitzwilliams, N.H., Consultants News, 1978. 95p.
Descriptors: *Executive recruiters--Directories.

EXECUTIVES--RESPONSIBILITES

9-71
Collett, Merrill J.
Concluding thoughts about accountability in government. Bureaucrat, 9:20-22, Summer 1980.
Descriptors: *Management accountability / *Executives--Responsibilities / *Financial management / Political executives / Federal government.

9-72
Kieffer, Jarold A.
The case for an Inspector General of the United States. Bureaucrat, 9:11-20, Summer 1980.
Descriptors: *Management accountability / *Political executives / *Executives--Responsibilities / Federal government / Ethics.

9-73
Rockefeller, David.
The chief executive in the year 2000. Executive report, 2:3-4, June 15, 1980.
Descriptors: *Executives--Responsibilities / *Futures (of society).

EXECUTIVES--SELECTION AND TESTS

9-74
Miller, Ernest C.
"Hire in haste, repent at leisure" - the team selection process at Graphic Controls. Organizational dynamics, 8:2-26, Spring 1980.
Descriptors: *Executives--Selection--Methods / *Executives--Selection--Case studies / Decision-making--Group method / Selection--Methods--Evaluaition.

9-75
Norton, Steven D., Joe L. Balloun and Branislav Konstantinovich.
The soundness of supervisory ratings as predictors of managerial success. Personnel psychology, 33:377-388, Summer 1980.
Descriptors: *Executives--Selection--Methods / *Performance evaluation / *Validity / Assessment centers / Management potential / Prediction of occupational success.

9-76
Salamon, Julie.
Few women get top business jobs despite progress of past decade. Wall street journal, 196:15, July 25, 1980.
Descriptors: *Women--Descrimination / *Women executives--Selection / *Women--Career opportunities.

EXECUTIVES--TRAINING

9-77
Boss, R. Wayne.
Your CEO and natural team training. Training and development journal, 34:76-80, July 1980.
Descriptors: *Executives--Training / *Team development / *Executives--Utilization.

9-78
Kemp, E. Joan.
Expanding management minds at Dartmouth Insititute. Management world, 9:8-11, July 1980.
Descriptors: *Residential training programs / *Executives--Education / Executive families--Education / Humanities.

9-79 Ie424 .Oc5p
O'Connor, Rochelle.
Preparing managers for planning. New York, Conference Board, Inc., 1980. 55p. (Conference Board report no. 781)
Descriptors: *Executives--Training / *Executives--Training--Methods / *Planning--Study and teaching.

9-80 Ie638 .P34m
Pedler, Mike, John Burgoyne and Tom Boydell.
A manager's guide to self-development. New York, McGraw-Hill, 1978. 231p.
Descriptors: *Management development / *Personal development / *Management--Problems, exercises, etc.

EXECUTIVES--TRAINING (Cont'd)

9-81

Sauter, John.

Employer/employee responsibility for public sector executive development: participant perceptions of personal benefits. Bureaucrat, 9:65-68, Summer 1980.

Descriptors: *Executives--Training / *Federal Executive Institute / Federal government.

FREEDOM OF INFORMATION

9-82 KF5753 .P96p

Public access to information, edited by Andrew C. Gordon and John P. Heinz. New Brunswick, N.J., Transaction Books, 1979. 462p.

Descriptors: *Freedom of information / State government / Local government / Illinois.

GRIEVANCES AND APPEALS

9-83

Muchinsky, Paul M. and Mounawar A. Maassarani.

Work environment effects on public sector grievances. Personnel psychology, 33:403-414, Summer 1980.

Descriptors: *Grievances--Research / Working conditions / Working climate / State employees / Iowa.

GROUP RELATIONS

9-84

Palleschi, Patricia and Patricia Heim.

The hidden barriers to team building. Training and development journal, 34:14-16, July 1980.

Descriptors: *Team development--Methods / *Group training--Methods / *Group relations.

HANDICAPPED

9-85

Saile, Alvin.

Affirmative action doesn't exist for the blind. Federal times, 16:12, July 28, 1980.

Descriptors: *Blind--Employment / *Affirmative action / *Handicapped--Discrimination / Federal government.

9-86 Ie361.5 Un35ha

U.S. Office of Personnel Management.

Handbook on reasonable accommodation. Prepared by Office of Affirmative Employment Programs. Washington, U.S. Govt. Print. Off., 1980. 12p. (Personnel management series 720-A)

Descriptors: *Handicapped--Employment / *Working conditions / Tests / Hours of work / Job design / Retraining / Transporation, Employee / Federal government.

HEALTH PERSONNEL

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